



Tuition Policy and Guidelines

Tuition: Kinesis policy is that tuition needs to be paid in full prior to the start of class. Every effort should be taken to make payments outside of the classroom environment.

Payment Plans: We are not in the position to play 'banker' with extended loans for students. We do offer to spread the financial burden in the way of a 'payment plan', if you make such arrangements with the office in advance according to our policies. We don't charge extra for payments made within the payment plan, but we will charge interest on payments that are made after agreed due dates. If you pay by check, it needs to be mailed well in advance to be sure it arrives a minimum of one week prior to the due date. If you pay by credit card, the charges can be arranged to be made on the due date but will not be delayed for your own personal reasons without paying interest fees.

Payment options: We accept personal checks, credit card payments, and wire transfers. Office hours are Monday thru Friday and we can easily be reached by phone or email. Our toll free number is 800-546-3747 (1-800-KINESIS) and the office email is *info@AnatomyTrains.com*.

1% Finance Fee: Interest of 1% per day will be charged on any balance that remains after the commencement of each session. For example, if \$1500 is due by January 1st, and you have only paid \$800, then on January 2nd your balance will start accumulating a 1% finance fee per day on the remaining \$700 (or \$7/day in this example). Please be responsible and pay Kinesis on time as we would prefer on-time payments to having to charge these fees. Non-payment by the end of the session will be grounds for refusal into any subsequent training.

Cancellation: Initial deposits are non-refundable but all deposits may be transferred to another Kinesis course that begins within 18 months of your cancellation. If you need to withdraw due to an emergency, you may transfer the remaining pro-rated tuition to another class, or be reimbursed at the rate of 80% per remaining day of the course in question. The same reimbursement rate will apply in the unlikely event that you are asked to withdraw by the teaching staff due to incompatibility with the Kinesis school guidelines. This cancellation policy pertains only to courses hosted by Kinesis and will not be supported by sponsoring schools. Transferred monies will result in an administration fee of \$50-\$100.

Each situation will be assessed according to merit, and we make every effort to accommodate the humanity of each individual circumstance, however by registering for any Kinesis course, you agree to abide by these policies.